

SERVICES EXPORT PROMOTION COUNCIL

Set up by Ministry of Commerce and Industry, Government of India
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01st December, 2017
SEPC/TENDER/1/2015-16/

TENDER NOTICE

Subject:- Notice for inviting Quotations for Travel Management of Buyers Sellers Meet in Myanmar, Vietnam and Indonesia from 11th - 19th January, 2017

Dear/Mr./Ms.

Services Export Promotion Council (SEPC) invites quotations from eligible agencies for the Project of Travel Management of Indian Delegates for attending Buyers Sellers Meets (Healthcare, Education and Entertainment) at Yangon(Myanmar), Hanoi(Vietnam) and Jakarta(Indonesia) scheduled to be held from 11th to 19th January, 2018.

Interested parties may send properly sealed envelope for quotations, addressed to Director General, Services Export Promotion Council, 3rd Floor, 6A/6, NCHF Building, Sri fort Institutional Area, August Kranti Marg, New Delhi-110049, **latest by 8th December, 2017** . “**Tender for Project of Travel Management of Buyer Seller Meet in ASEAN**” should be clearly written on the cover envelope. **SCOPE OF WORK** is attached at **Annexure-‘A’**.

The competent authority reserves the right to cancel any item/bids or the entire tender without assigning any reason. The terms and conditions and relevant information may be seen at SEPC website www.servicesepec.org.

(Sangeeta Godbole)
Director General

SCOPE OF WORK

The scope of work includes complete travel management of the India delegates participating in Buyers Seller Meet in Yangon (Myanmar), Hanoi(Vietnam) and Jakarta(Indonesia) scheduled to be held from 11th to 19th January, 2018.

1. Complete Travel arrangements of the Indian delegates.

2. Hotel Room Reservation of Indian delegates.

(Three different packages star category wise i.e 3, 4 and 5)

3. Arrangement of Local transport in destination countries

4. Coordination for Visa approvals of Indian Delegates from respective embassies.

Schedule of Travel :

S.NO.	COUNTRY	DATES IN JAN.2018
1)	Yangon / Naypyidaw, Myanmar	Arrival 10th January, 2018
	B2B & Other Meetings	11th & 12th January, 2018
2)	Hanoi / Ho Chi Minh, Vietnam	Arrival 14th January, 2018
	B2B & Other Meetings	15th & 16th January, 2018
3)	Jakarta, Indonesia	Arrival on 17th January, 2018
	B2B & Other Meetings	18th & 19th January, 2018
4)	Return to India	20th January, 2018

Kindly Note: Interested agencies are require to quote for complete package for the travel plan as per the schedule mentioned above.

Terms and conditions:

- The timely completion of work and quality of services are essence of this contract.
- No extension will be granted for any of the job for execution of the contract.
- Preference will be given to those reputed agencies who have experience of similar nature of task in Countries as stated above.
- Details about experience in same field are required with names of events/exhibitions in last two years.
- The unforeseen items, if not mentioned as above but may require for the function, please mentioned on a separate sheet.
- Payment of expenditure will be initially done by the agencies and will be subsequently reimburse by SEPC only after completion of event.
